

SITE PLAN

Submittal Requirement Checklist Minor Site Plans (per City Code 18.45.040)

Applicant _____ Date Submitted _____

Location _____

Twelve (12) copies of a site plan which contains the following:

- _____ 1. Contain a vicinity map showing railroads, major streams or rivers, and public streets within 1,000' of the site.
- _____ 2. Be prepared at a scale of 1" = 10' to 1" = 60'.
- _____ 3. Be arranged so that the top or left of the plan represents north, and have directional arrows and appropriate scale shown clearly.
- _____ 4. Show the date of preparation and name, address, and phone number of the preparer.
- _____ 5. Provide the address and legal description of the site and show the boundaries and dimensions graphically.
- _____ 6. Show the total area of the site in acres or square feet and the location of existing and proposed structures and indicate as applicable height and building dimensions, entrances, number of dwelling units, and square footage by category of use.
- _____ 7. Show the location and dimensions of existing and proposed curb cuts, aisles, off-street vehicle parking and loading spaces, required bicycle parking, and walkways.
- _____ 8. Show all curb cuts adjacent to the site.
- _____ 9. Show the location and provide a landscaping schedule of all plantings, including grasses, shrubs, and trees.
- _____ 10. Show the location, height, and material for screening walls and fences.
- _____ 11. Show all exterior signs on the site.
- _____ 12. List the type of surfacing proposed for all parking, loading, and walkway areas.
- _____ 13. Describe the proposed use and show the number of additional parking spaces required and provided. If the required parking is provided off-premise, a statement or plan showing compliance with off-street parking requirements should be submitted.
- _____ 14. Show existing and proposed public streets or rights-of-way and easements.
- _____ 15. Show existing and proposed fire hydrants.
- _____ 16. Show the location and method of screening for all outdoor trash areas on site.
- _____ 17. Show the projected timetable for start and completion of the project.
- _____ 18. When required under the City's storm drainage standards, a drainage control plan (contact City Engineer).

_____ Application fee (see attached fee schedule)

CITY OF EAU CLAIRE – SITE PLAN APPLICATION

Department of Community Development
203 S. Farwell Street
Eau Claire, WI 54702-5148
Phone: 715-839-4914 Fax: 715-839-4939

Review Fee \$ _____
(see attached)

Project Description _____

Location/Address _____

Legal Description _____

Parcel # _____

Engineer/Architect

Name _____
Firm _____
Street _____
City/Zip _____
Phone # _____
Email or Fax # _____
Contact Person _____

Developer/Builder/Owner

Name _____
Firm _____
Street _____
City/Zip _____
Phone # _____
Email or Fax # _____
Contact Person _____

Developed site _____ acres/sq. ft.
Number of detention facilities on site _____

Total existing impervious area _____ sq. ft.
Total new impervious area _____ sq. ft.

**** Impervious area means a surface which has been compacted or covered with a layer of material so that it is highly resistant to infiltration by rain water. The term includes: areas covered by structures, roof extensions, patios, porches, driveways, loading docks, sidewalks, and semi-impervious surfaces such as compacted gravel, all as measured on a horizontal plane.**

*******OFFICE USE*******

File No. _____ Date Filed _____

Address Assigned (if new construction) _____

Zoning _____ Class Const. _____ # of Units _____ No. of ERU _____

Plan Commission Meeting _____

Approved () Yes () No _____
initials

City Council Meeting _____

Approved () Yes () No _____
initials

For Treasury Use #2412

City of Eau Claire Site Plan Fee Chart

Site Plans A	5 or less parking stalls	\$210 fee
Site Plans B	6-20 parking stalls	\$420 fee
Site Plans C	21-50 parking stalls	\$640 fee
Site Plans D	Each additional 50 stalls	\$330 fee
Site Plan Parking Variance		\$110 fee

Examples of site plan fees:

One duplex structure	4 stalls required	\$210 fee
One 4-plex structure	6 stalls required	\$420 fee
Office building 8,000 sq. ft.	24 stalls required	\$640 fee
Large retail store 40,000 sq. ft.	160 stalls required	\$1,300 fee
Shopping center 100,000 sq. ft.	550 stalls required	\$3,940 fee

Fees are based on required parking by zoning ordinance, not on the total number provided by the developer. Fees are accumulative.

For example:

3 duplexes with 12 spaces is \$420
six 4-plexes with 36 spaces is \$640